

Guidelines for Student Services License Procedure for Indiana School Counselors

I have just graduated with my Masters in School Counseling... What now?

- 1) Apply for an **Initial Practitioner (IP) License** through your university or institution from which your degree was earned when you have completed all of the following:
 - a. Successfully met the standards for the school service professional and/or the specialty standards for school counseling, and
 - b. Obtained a master's degree in school counseling, and
 - c. Successfully completed all field experiences as set forth by the institution offering the counselor education program in both the content and all developmental levels, and
 - d. Been recommended by the licensing advisor of your accredited institution where your approved qualifying program was completed.

See 515 IAC 8-1-45 School services; school counselor, school services license for additional information:

http://www.in.gov/legislative/iac/iac_title?iact=515&iaca=8&submit=+Go+

*The licensing advisor at your university or institution is responsible for sending all necessary information to the Division of Licensing Educator and Development, along with their "recommendation" for licensure. When the Division of Licensing receives this, they try to produce and mail the Initial Practitioner license within 2 weeks. Your contact person at DPS: **Ray Graves: 317-234-0125.***

- 2) Once you have been offered and accepted a School Counseling position you will do the following:
 - a. Your administrator should receive a list of certified School Counselor Mentors from the IN Division of Licensing Educator and Development and select one to serve as your mentor for the next 2 years. It is beneficial if your assigned mentor is in close proximity to you in the case that you would ever wish to meet in person. However, this is not a requirement as meetings can be conducted over the phone. It may be helpful if your mentor's school is of the same demographics as yours, but again, this is not required. Note that the mentor should not be a supervisor of yours and should only be working with a maximum of 2 mentees.
 - b. Enroll in the Indiana Mentoring and Assessment Program for School Counselors (IMAP-SC) by completing the Enrollment Form found at:
http://www.doe.state.in.us/dps/beginningteachers/IMAP_enrollment_form.doc
Submit this form to your administrator by October 1 (or as soon as you have obtained a counseling position and mentor).
 - c. Finally, you will begin your two-year mission to obtain your **Proficient License (which lasts for five years)** which includes completing and submitting your IMAP-SC portfolio at **least 30 days before** the portfolio due date of May 1 of your second year. Your assigned mentor will serve as a guide for you during this process. Guidelines for the development of your mentor portfolio can be accessed at:
http://www.doe.state.in.us/dps/beginningteachers/guides/school_counselor.doc

The Initial Practitioner License (IP) License is active for 2 years and can be renewed in the event that the School Counselor is unable to complete the portfolio during the designated time frame. If

you are unable to complete the IMAP-SC during the 6 years following the granting of the IP license, you must then complete 6 graduate credit hours.

School Counselors receive a Proficient License upon successful completion of the IMAP-SC process. This license is active for 5 years during which School Counselors will complete the Professional Growth Plan (PGP). This PGP will be submitted to DPS to renew the Proficient License.

If you completed an out-of-state program, the forms to apply for a school counselor license are available at: <http://doe.state.in.us/dps/licensing/checklists/Revised%20oos%20checklistrm-2.pdf>

I am a practicing counselor with a Proficient License... how do I renew my Proficient License?

- If you are licensed under Rules 46-47, Bulletin 400 or older licenses (it is printed on your license) please refer to the License Renewal Checklist at:
<http://doe.state.in.us/dps/licensing/checklists/Checklist%20for%20renewing%20an%20Indiana%20license.pdf>

Note that you can continue to renew your Proficient License by using coursework and/or CRU's OR you may choose to complete a Professional Growth Plan (PGP). However, if you decide to do a PGP you must continue to complete a PGP for each subsequent renewal and cannot revert back to either of the other options (CRU and/or coursework).

- If you are licensed under Rules 2002 refer to:
 - License Renewal Checklist:
<http://doe.state.in.us/dps/licensing/checklists/Checklist%20for%20renewing%20an%20Indiana%20license.pdf> and
 - Professional Growth Plan:
<http://www.doe.in.gov/dps/renewal/growth/schools.html>.

Under Rules 2002, you must complete a Professional Growth Plan and submit to DPS 120 days prior to the expiration date.

For questions regarding this process, please contact IDOE School Counselor Consultant, Amanda Snobarger at asnobarg@doe.in.gov or 317-232-9136.